1.
This is an optional activity. To "pass" this practice quiz, you must receive 100%, or 1 out of 1 point, by completing the activity below.
Activity Overview

In the activity *Create a Product Backlog*, you built a Product Backlog for the Virtual Verde Project. Here, you will build the same Backlog using projects, tasks, subtasks, and custom fields in Asana.
As you've already learned, a Product Backlog is one of the most important Scrum artifacts and functions as the single authoritative source for project tasks. It contains all of the features, requirements, and activities associated with the project deliverables in one place.
Since it's a living artifact, you need to update and reorganize the Product Backlog according to the Product Owner's evolving project needs. Tools, like Asana, can automate some of this work for you. Many organizations encourage these types of tools to manage complex projects with multiple stakeholders.
This activity is designed to help you become familiar with Asana and provide context that can help you discuss or demonstrate your capabilities in job interviews.
Step-by-Step Instructions

Step 1: Log in to Asana or create a new account

This activity involves some Asana Premium features. You will not be able to complete Steps 6 and 7 without an active Premium trial or Premium account.
If you don't have an Asana account, you can create one for free here. When you sign up, your free 30-day Premium trial will start automatically. If you signed up for Asana in an earlier course and are still within the 30-day trial, you can log in to that account to access Premium features.
If you already have a free Asana account, or your free 30-day trial has ended, you can create a new account to start a new trial and access Premium features for this activity. You'll be prompted to create a project as part of the sign-up process—you can create one for anything you might be working on.
Step 2: Access the Asana Sprint Planning template

. From the Asana Home screen, go to *Recent Projects* and select *New Project*.
. Then choose *Use a template* to access the template library.
. Select the "Sprint Planning" template from the *General Templates* list. (If you can't find the "Sprint Planning" template, go to *Type* and select *Product*.)
. Select *Use Template*.
. Give your project a title. (The default name will be "Sprint Planning." You can keep this title or give it a different name. You also have the option to adjust your *Team* and *Privacy* settings, but you don't need to change them for this exercise.)
. Finally, select *Create project* to launch your new project in Board view, which resembles and works like a Kanban board.

*Note: If you can't find the "Sprint Planning" template in Asana, you can access it directly here. Then complete steps 4-6 above to create your project.*
Step 3: Add user story titles to the "Backlog" column

Add user story titles to the backlog column as tasks. To do this, select *+Add task* and enter a user story title in the task card. Each user story title should have its own card. You can enter your user story titles from the last activity *or* use the ones from this list:

. Low-maintenance options
. Plant care tips
. Plant care tools
. Watering reminders
. Expert help and advice
. Return policy

Step 4: Enter six user stories (one story per task)

Click on a task to open its task detail pane. Find the “Description” field and add a user story to the task description. As a reminder, each user story should follow this construction: As a <user role> I want <this action> so that I can <get this value>. You can enter your user stories from the last activity *or* use the ones from the list below:

- As a potential customer, I want to find out which plants are easiest to care for so that I can purchase low-maintenance options.
- As a plant owner, I want to access care instructions easily so that I can keep my plant alive longer.
- As a plant owner, I want to have the right tools to care for my plant so that I can keep it healthy and beautiful.
- As a plant owner, I want to be reminded when to water my plants so that I don't under- or overwater them.
- As a plant owner, I want to get expert help and advice quickly so that I know what to do if my plant gets sick.
- As a customer, I want a hassle-free way to return my order so that I can be sure I have the right plant for me.

Step 5: Add acceptance criteria as subtasks

Add two pieces of acceptance criteria and add them as subtasks for *at least three* of the user stories you entered. To create a subtask, click into a card to open the task detail pane. Select *Add Subtask* toward the bottom of the pane (you may need to scroll down to find the *Add Subtask* button).
You can add your acceptance criteria from the last activity *or* use the ones from the list below:
Low-maintenance options

Ability to sort plants by "beginner," "intermediate," and "advanced"

Ability to search for plants with similar care needs

Plant care tips

Receive plant care leaflets with each order

Option to sign up for monthly emails with seasonal care tips

Plant care tools

Can purchase plant care starter kits

Option to buy partial kits or single tools

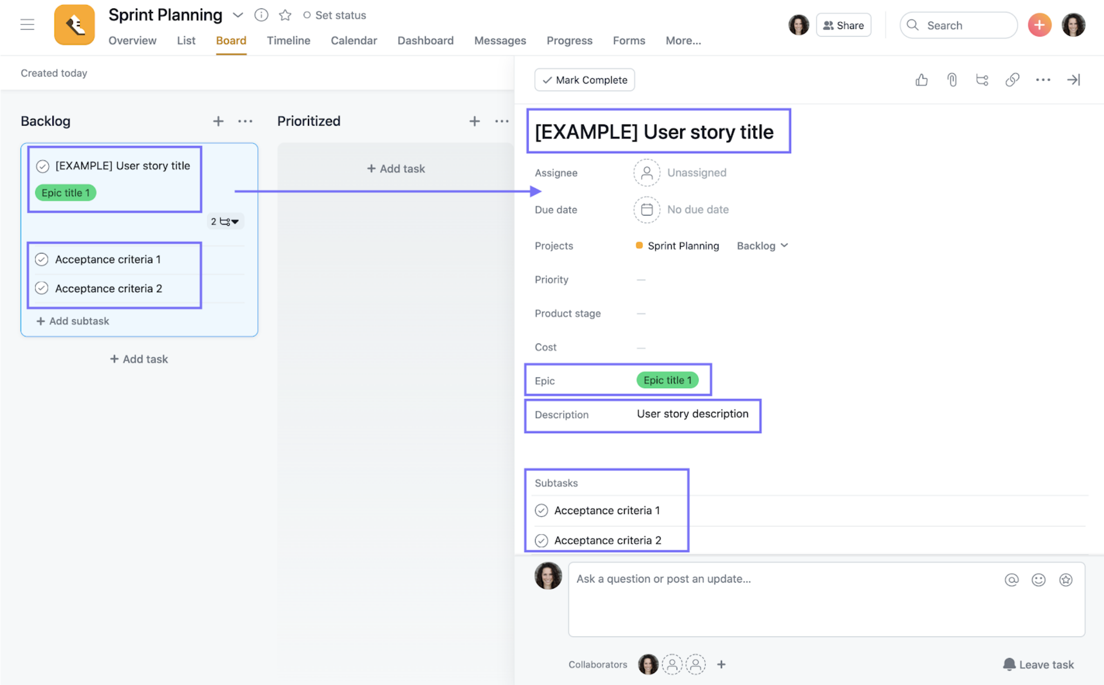
*Note: Once you close the task detail pane, you can expand subtasks in each card by clicking the number in the lower-right corner.*

Step 6: Add a custom field for epic title
Finally, create a custom field for your epic title.

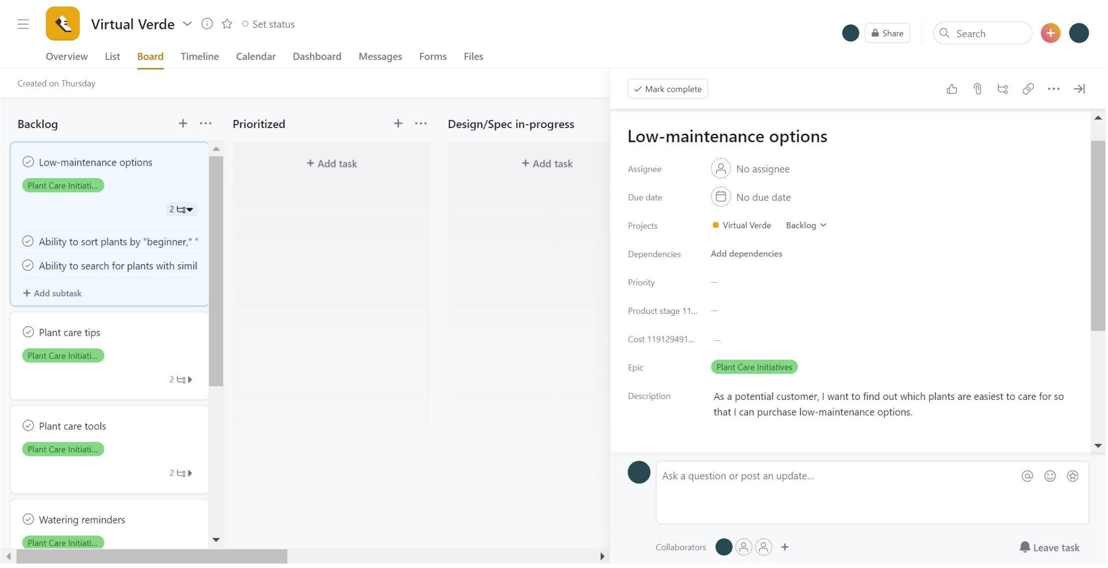
- In Board view, click *Customize* near the top-right corner of your board, and select *Add Field*.
- Type “Epic” under *Field title.* The *Field type* should be “Single-select”
- Rename “Option 1” with your epic title (e.g., “Plant Care Initiatives”). You can delete “Option 2.”
- Select *Create Field*.

Step 7: Add user stories to your epic

To assign a user story to an epic, open its task detail pane. Then select an epic from the dropdown next to “Epic.” You can also assign user stories to epics from List view by selecting an epic from the dropdowns in the “Epic” column.
When you click on a card, your Asana project should resemble the screenshot below:




If you followed all the steps, your Asana board should be laid out like this:




For more information, and to practice using Asana for Agile and Scrum processes, check out Asana for Agile and Scrum. In the upcoming course activities, you will have more opportunities to practice working in Asana.